FINANCIAL DEPARTMENT

COMPTROLLER'S OFFICE, BANGALORE.

Circular No. 25—M. A. D., dated 8th July 1936.

To

All Officers who draw Salary and Pay Bills and also to all Treasury Officers.

Re: **Instructions regarding the deduction for repayment of House Building Advances.**

In continuation of this office Circular No. 953-B2, dated 24th June 1936, intimating that no deductions on account of reduction of salary need be made in the Salary and Pay bills commencing from the claims for June 1936; the several Gazetted and Non-Gazetted officers, who draw salary and pay bills are hereby informed that in view of the withdrawal of the emergency reduction in salaries, the recoveries towards the House Building Advance from the pay of several advance holders must be effected at the rates at which the recoveries were being made prior to the date of introduction of cut in salaries.

2 The change in the rate of interest to be deducted monthly hereafter will be intimated in due course by this office or by the Auditor, Mysore Railways, or the Financial Assistant to the Chief Electrical Engineer, or the Financial Assistant to the Director of Public Instruction in Mysore, Bangalore, as the case may be and till the receipt of such intimation, the present rate may be continued.

Circular No. 328—T. A. D. B. ii, dated 23rd July 1936.

Re: **Maintenance by Departments which cash a large number of Bills, of a Bill Book, to be sent to the Treasury concerned along with the Bills intended to be encashed thereat.**

To

All Treasury Officers.

Government having, in their Order No. Fl. 3228—G. F. 153-32-10, dated 3rd—5th October 1934, directed the sending to the Treasury along with the bills to be encashed thereat a Bill Book containing the essential details of the bills sent by the Departments which cash a large number of bills in a month and requiring the Treasury to initial the entries in the book in token of the payments made on them the procedure was brought into force in respect of certain Departments which encash a large number of bills at Bangalore in this office No. 431—T. A. D. B. ii, dated 7th March 1935, and extended in circular No. 301—T. A. D. B. ii, dated 14th September 1935, to the Education Department in respect of all bills relating thereto cashed at all the Treasuries in the State.

Now that the Chief Commandant, Mysore State Troops, Bangalore, and the Director of Agriculture in Mysore, Bangalore, request the extension of this system to the bills of their Departments cashed in all Treasuries and so all the Treasury Officers are hereby requested to give effect to the procedure mentioned above in respect of the bills of the above two Departments in addition to that of the Education Department, cashed at all the Treasuries in the State.

The form of the Bill book which should be maintained by the offices concerned is as under.

A. N. RAGHAVACHAR,
Comptroller.

Form No. O. M. 9 (B. 319).

Register of bills sent by the.....or other drawing Officer to the District Taluk Treasury at..... for payment of money.

No. and date and description of bills etc., sent for encashment or to be passed for payment	Total amount of bill	Amount required		Name and designation of the person in whose favour cheques, transfer receipts, etc., are to be drawn	Name and designation of the person to whom the cash, cheques, transfer receipts, etc., are to be handed over	Signature of the Superintendent, drawing officer or (in his absence from Headquarters) of the Office Manager	Date on which the bill was received at the Treasury and the initials of the Head Accountant or Shroff	Amount passed by the Treasury Officer	Dated initials of the Treasury Officer in token of having passed the bill for payment or disbursed cash for it	Remarks (The date of receipt of money cash order, etc.) should be entered here and initialled by the Manager
		In cash	By cheques, transfer receipts etc.							